



# Department of Defense DIRECTIVE

NUMBER 5335.2

April 21, 1993

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DA&M

SUBJECT: Defense Supply Service - Washington (DSS-W)

References: (a) DoD Directive 5335.2, "Defense Supply Services in the National Capital Region," October 14, 1983 (hereby canceled)  
(b) DoD 5025.1-M, "DoD Directives System Procedures," December 1990, authorized by the [DoD Directive 5025.1](#), December 23, 1988  
(c) Federal Acquisition Regulation (FAR), current edition  
(d) Defense FAR Supplement (DFARS), current edition

## 1. REISSUANCE AND PURPOSE

This Directive:

- 1.1. Reissues reference (a).
- 1.2. Updates policy and responsibilities for the operation of the DSS-W and defines administrative acquisition.
- 1.3. Designates the Secretary of the Army as the DoD Executive Agent for the administration and operation of the DSS-W.
- 1.4. Continues to authorize the publication of DoD 5335.2-C, "DSS-W Stock Record Catalog," and DoD 5335.2-L, "Listing of Supply Coordinators, Fiscal Officer and Executive Officers," in accordance with reference (b).

## 2. APPLICABILITY AND SCOPE

2.1. This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Defense

Agencies, and the DoD Field Activities located in the National Capital Region (NCR) (hereafter referred to collectively as "the DoD Components").

2.2. Although it is intended that central administrative acquisition services provided by DSS-W will be available to and used by all DoD Components in the NCR, this Directive does not cancel or otherwise alter contractual authority granted to a DoD Component by proper authority. Deviations from the requirements of this Directive are allowed in the following circumstances:

2.2.1. When technical expertise exists within another DoD organization.

2.2.2. When timeliness of the procurement is an extenuating factor.

2.2.3. When the existence of an ongoing contract will allow for the efficient procurement of goods or services and the new work is within the scope of the existing contract.

### 3. DEFINITION

3.1. Administrative Acquisition. The procurement by lease, purchase, or contract of services, supplies, and equipment necessary to support requirements not included in military operations and tactics employed by the Department of Defense, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the Military Departments assigned within the NCR. These goods and services, related generally to office management and operation, consist of consumable supplies, offices furnishings and equipment, maintenance and repair services, information systems, commercial vehicles, travel and transportation, personnel research, studies, telecommunications, consultant and advisory services, and miscellaneous areas deemed appropriate by senior DoD officials. It does not include the acquisition of weapons systems, major end items, or auxiliary support items obtained through project management systems via major commodity commands. Also excluded are ammunition, medical supplies, and military construction procurement.

### 4. POLICY

It is DoD policy that:

4.1. A central service shall be provided within the NCR for administrative acquisition, supply, contractual, and related services for all DoD Components located

in the NCR, thereby reducing the necessity for each DoD Component to establish, operate, and maintain duplicative support facilities. The DoD Components located within the NCR shall use the services of DSS-W to the maximum extent practicable, consistent with this Directive.

4.2. Procurement affected under this Directive shall be made in accordance with the FAR (reference (c)), DFARS (reference (d)), and sound acquisition practices. Determination and justification of the requirement are the responsibility of the requesting DoD Component.

4.3. In the performance of the contracting responsibility under this Directive, the contract administrative services shall be obtained from the Defense Contract Management Command of the Defense Logistics Agency.

4.4. The DSS-W provides administrative acquisition services only.

## 5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall monitor compliance with this Directive.

5.2. The Secretary of the Army, as the DoD Executive Agent for the administration and the operation of the DSS-W, shall organize, administer, and operate a defense supply service and shall:

5.2.1. Acquire administrative supplies, materials, furnishings, and equipment necessary to meet DoD Component requirements.

5.2.2. Acquire personal and non-personal services (including professional, technical, and scientific services) by contract as required.

5.2.3. Execute and administer contracts, including those covering support services, such as telecommunications.

5.2.4. Store and distribute supplies, furniture, furnishings, materials, and equipment required for the DoD Components.

5.2.5. Operate and control warehouses, storage areas, and transportation equipment necessary to support the requirements of serviced DoD Components.

5.2.6. Operate Self-Service Supply Centers in designated locations within the NCR.

5.2.7. Determine serviceability of property proposed for transfer or return to stores, or inventories, and the credits to be allowed for such transfer or return.

5.2.8. Administer funds made available for service operations and financing of inventories, including the management and operation of a division of Defense Business Operations Fund Business Area - Supply Operations/Supply Management, Army.

5.2.9. Dispose of surplus and salvage property turned in by the DoD Components.

5.2.10. Acquire maintenance and repair services.

5.2.11. Operate organic transportation facilities.

5.2.12. Execute the terms of agreements negotiated by Resources Services - Washington with customers to ensure appropriate recoupment for Supply Operations/Supply Management, Army's support.

5.2.13. Maintain liaison and coordinate actions with the DoD Components for the exchange of information and advice.

5.2.14. Ensure that DoD Components are kept informed about DSS-W activities that are of concern to them.

5.2.15. Develop and disseminate operational policies and procedures for administrative acquisitions, services, and supply.

5.2.16. Ensure accountability for non-expendable property in use at the DSS-W.

5.2.17. Monitor the expenditure of customer funds allocated for acquisition or supply support and designated services.

5.2.18. Issue semi-annually DoD 5335.2-C and DoD 5335.2-L.

5.3. The Director, Washington Headquarters Services, shall coordinate, as appropriate, the administrative service policies and relationships among the DoD

Components for which these services are provided.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Director of Administration and Management, Office of the Secretary of Defense, within 120 days.

A handwritten signature in dark ink, appearing to read "William J. Perry". The signature is fluid and cursive, with a large, stylized "P" at the end.

William J. Perry  
Deputy Secretary of Defense